HCS Student Enrollment Reference Guide

New students enrolling in Huntsville City Schools (HCS) will register online using the PowerSchool Enrollment link for New Students available at www.huntsvillecityschools.org under the Enrollment button. Following completion of the online registration process, the parent/legal guardian should call the school office to finalize the registration process. The following is a list of documents/records that should be uploaded during the online registration process. No student may be denied enrollment solely because of failure to meet the documentation requirements. Enrollment is provisional, however, pending receipt of the required documentation and verification of eligibility.

School-age children who reside within the municipal limits of the City of Huntsville, Alabama, may be admitted to Huntsville City Schools. For purposes of this policy, the residence of the student will be the residence of the parent or legal guardian who has primary physical custody.

For the purpose of determining the zoned school for a residence, HCS uses the legal address for the residence as indicated by tax records. Currently, parents/legal guardians may refer to https://huntsvilleal.gismapsonline.com/schools/defaultjs.aspx to determine the appropriate school zone for their student.

Documents to be Presented for Registration:

- **Proof of Residence**
    - Parents/Guardians who **OWN** their home are requested to provide a deed, current utility, cable or land line phone bill.
    - Parents/Guardians who **RENT/LEASE** their home are requested to provide a lease, current utility, cable or land line phone bill.
    - Parents/Guardians who **SHARE RESIDENCE** are requested to complete a Shared Residence Affidavit (available at each school or for download from the HCS website), provide homeowner's/lease holder's current utility, cable or land line phone bill, photo id. The parent must provide mail that is addressed to them at that address.

- **Age Verification**

  The parent is requested to provide one of the following documents to serve as age verification for the student; however, NO STUDENT WILL BE DENIED ENROLLMENT OR ADMISSION TO SCHOOL DUE TO A FAILURE TO PROVIDE A BIRTH CERTIFICATE OR OTHER SUPPLEMENTAL DOCUMENTATION.

    - Parents are requested to provide either an original or a certified copy of the student's birth certificate.

- **Proof of Legal Custody**

  If legal custody of a child is split between two parents, a certified copy of the most recent court order identifying each parent's respective award of physical custody is required. The parents are responsible to immediately inform the school of any changes to the court order. HCS reserves the right to request proof of legal custody in situations involving multiple adults claiming control of the same student.

- **Immunization Record (Blue Card)**

  The parent shall provide an up-to-date Certificate of Immunization ("Blue Card") detailing proof of immunization, or a Certificate of Exemption issued by the Alabama Department of Health. Immunization certificates are available from the Madison County Health Department at 301 Max Luther Drive in Huntsville (539-3711) and from local physicians or military clinics.

- **Photo ID**

  The person enrolling a student should present proper identification. This identification may include a driver's license, a state identification card, a passport, or other official photo identification, such as an ID card obtained through an official government agency or consulate.

- **Official Transcript/ Cumulative Record**

  Enrolling students shall present an official transcript of work or credit at the time of enrollment. If a transcript is not presented, the student shall be accepted provisionally in the grade to which they indicate membership. If, upon receipt of an official transcript, it is found that the student has been enrolled in the wrong subject or grade, the student shall be withdrawn immediately and re-enrolled in the appropriate grade or subjects. The parent(s)/legal guardian(s) shall be informed in writing of the change.

  Students enrolling without official transcripts shall be accepted provisionally in the grade to which they indicate membership. Records of each student's previous work should be required before final placement is determined. A reasonable effort should be made to obtain such records. If the records are not forthcoming within 30 calendar days, an academic assessment shall be made by the school to determine final placement.

- **Proof of Temporary Guardianship**

  Proof of Temporary Guardianship is required for enrollment if the enrolling adult is not the birth parent. If the person presenting the student for enrollment is not that student's parent, the school will require the enrolling person to fully complete a Non-Parental Affidavit.

  - Neighboring County Exception

    If the enrolling adult is serving as the temporary guardian of the student, but the student's parent resides in a **neighboring county** (Madison, Marshall, Limestone, Jackson and Lincoln County, TN) of the Huntsville City School district, the enrolling adult must possess legal documentation confirming custody of the student from a court or agency.